

Division: VP Academic Affairs

Department: Instructional Services/Evening

Director or Chair: Dr. Pamela Amor

Program Description: Instructional Services was created in January, 2003. Broad guidelines for the position included within its purview the evening and weekend college programs, academic support to the Academic Vice President and Instructional Deans. In the past year, the position has evolved into and acquired the following additional responsibilities: strategic planning workshops for instructional deans and preparation for the WASC ACCJC campus-wide self-study

Activities

Activity #1:

WASC ACCJC Administrative Co-Chair & Accreditation Liaison Officer for the 2007 Self Study and Commission Visitation

Benefits:

Assist in positioning the college in a positive direction as we create the standard teams, operating assumptions, develop survey forms, conduct information gathering activities and initiate the early drafts of the self study.

Requirements:

Curriculum Development?	Y
Equipment?	Y
Facilities?	Y
Marketing?	Y
Staffing – Classified?	Y
Staffing – Faculty?	Y
Staff Development?	Y

Goals and Objectives: 1, 0

Activity #2:

none

Benefits:

none

Requirements:

Curriculum Development?	N
Equipment?	N

Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 0, 0

Activity #3:
none

Benefits:
none

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 0, 0

Activity #4:
none

Benefits:
none

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 0, 0

Activity #5:
none

Benefits:

none

Requirements:

Curriculum Development? N

Equipment? N

Facilities? N

Marketing? N

Staffing – Classified? N

Staffing – Faculty? N

Staff Development? N

Goals and Objectives: 0, 0

Additional Planning Activities

none

Accomplishments

Accomplishment #1:

none

Goals and Objectives: 0, 0

Accomplishment #2:

none

Goals and Objectives: 0, 0

Accomplishment #3:

none

Goals and Objectives: 0, 0

Accomplishment #4:

none

Goals and Objectives: 0, 0

Accomplishment #5:

none

Goals and Objectives: 0, 0

Accomplishment #6:

none

Goals and Objectives: 0, 0

Accomplishment #7:

none

Goals and Objectives: 0, 0

Accomplishment #8:

none

Goals and Objectives: 0, 0

Accomplishment #9:

none

Goals and Objectives: 0, 0

Accomplishment 10:

none

Goals and Objectives: 0, 0

Additional Accomplishments:

none